



Riverside Community Health Foundation Proposal Guidelines 2010

About the Proposal Process

Following the receipt and favorable review of the applicant organization's Letter of Inquiry, please read the following guidelines to properly submit a proposal. An invitation to submit a proposal does not signify or guarantee an award; it informs you that Riverside Community Health Foundation is interested in receiving more information about your project for further consideration.

Once a proposal is received, the information will be examined to determine whether the proposed project falls within our granting guidelines. If a proposal falls within funding priorities, staff may request additional information. A site visit or interview may also be scheduled. To submit a complete proposal, please read the instructions carefully about completing the application sheet, writing the narrative, completing the program budget, and submitting the proposal.

Proposal Deadlines

Applicants invited to submit a proposal may submit at any time; however, all applicants should submit proposals by the following deadlines to be considered for a given Board Meeting [See chart below].

Letter of Inquiry (LOI)	Proposal Deadline	Board Meeting	Proposal Status Announced (via letter)
Letters of Inquiry are accepted year round. Allow 30 days for the Foundation to provide its response. If your organization is invited to apply, submit your proposal by the following deadlines. →	December 1, 2009 4:30 p.m.	January 2010	Within first 2 weeks of February 2010
	February 1, 2010 4:30 p.m.	March 2010	Within first 2 weeks of April 2010
	April 1, 2010 4:30 p.m.	May 2010	Within first 2 weeks of June 2010
	June 1, 2010 4:30 p.m.	July 2010	Within first 2 weeks of August 2010
	August 2, 2010 4:30 p.m.	September 2010	Within first 2 weeks of October 2010
	October 1, 2010 4:30 p.m.	November 2010	Within first 2 weeks of December 2010

Completing the Application Sheet

A copy of the Application Sheet has been provided for you. Fill out the Application Sheet completely, providing information about your organization, project, and budget. Make sure to provide the correct Proposal Contact name and information because all grant questions and information will be directed to this person. The “Project Timetable” must state a specific time frame (e.g., July 1, 2010 to June 30, 2011) which indicates projected start and end dates for the proposed project. The Application Sheet must be on one page. If you should encounter any problems in formatting the Application Sheet, contact the Program Associate at (951)788-3471 or desiree@rchf.org.

Writing the Narrative

Follow the format directions below when writing the Narrative portion of your proposal, addressing the seven (7) items, numbering and typing each question as you go (please do not include the bulleted items under the question):

- 8 or more pages (narrative portion of the proposal only)
- 12-point font
- Page numbers
- Single-spaced
- One-inch margins
- Single-sided pages
- Collate; **do not** staple or bind in any way

Please Note: Questions 3 through 5 divide your program description into three main areas: Program Design, Program Implementation, and Program Evaluation. *Attachment A is a diagram that may assist you as a visual guide for answering Questions 3 through 5.*

1. Proposal Summary (100 words or less)

2. Proposed need to be met (2 pages)

Specify the need or problem to be addressed. Provide documentation of the unmet health needs, demographics of area, and statistics of population to be served.

3. Program Design: Goals and Objectives (1 page)

How will your program work? Describe the design of your program in detail in terms of how it addresses the stated need or problem. Include the following points as you describe your program:

- Goal: The goal is a *broad, general statement* of what your project will accomplish.
- Objectives: Objectives are *concrete/specific statements* describing what the project will set out to achieve. Objectives should possess **SMART** (Specific, Measurable, Attainable, Realistic, and Time-bound) characteristics. There are often several objectives per goal.

4. Program Implementation: Methods and Activities (2-3 Pages)

For each objective stated, describe in detail the activities, methods to be used, staffing, target population, and timelines. In other words, describe what will be done, how it will be done, who will do it, to whom, and by when. Also indicate who will be responsible for program implementation.

[Helpful Tools for the Applicant: To assist you in outlining the activities and responsible staff for this project, as well as monitoring your progress in completing the activities for each stated objective, we have provided an optional work plan format (Attachment B) which may be used in-house by you and/or staff who will be managing this program/project.]

5. Program Outcomes and Evaluation (2-3 pages)

Describe the expected outcomes for each objective, as well as your plan to evaluate the impact of your program.

- **Outcomes** are *changes* or benefits for individuals in the target population as a result of the program's activities. They should be related to the overall impact of your program, and should tie back to the problem/need that the program is intended to address. Outcomes demonstrate progress being made over the course of the program. Therefore, outcomes should be measurable and include timelines in order to be tracked.
- **Evaluation:** Indicate how you will measure your progress towards *achieving the outcomes*. Engaging in this process of evaluation will serve to measure the impact of your program.
 - What data will be collected?
 - What tools will be used to measure the collected data (e.g., surveys, attendance logs, health instruments)?
 - Who will ultimately be responsible for evaluation of this program/project? Do you have a program evaluator?

6. Program Funding (1-2 pages)

Provide the following information:

a. Budget Narrative: Provide a detailed narrative description of each line item on the budget and explain in what way you will be able to leverage these funds. List other funding sources for this project and amounts received or anticipated. [See "Completing the Program Budget" section below for instructions on completing the program budget].

b. Future Funding for this Project: Explain in detail how you plan to fund this project after RCHF funds are spent.

7. Background (1 page)

Provide a brief description of your organization. Include a list of key personnel/staff members, their qualifications, and responsibilities.

Completing the Program Budget

A copy of the Program Budget has been provided for you. Complete the budget, providing specific details. For example, if your organization is requesting funds for equipment, specify the type, amount, etc. Indicate the total projected budget for each line item; in the column on the right, specify the total amount requested from RCHF. Please note: All items listed in the Program Budget must be explained in the Budget Narrative [see item 6a. above], and vice versa. Be sure to check that the numbers listed in the Program Budget match the numbers listed in the Budget Narrative.

- **Personnel:** List the positions directly involved in the development, delivery, and support of the program activities. In the “FTE” column, indicate the Full-Time Equivalent status of each position listed. For full-time personnel, enter “1.00”. For part-time personnel, enter the appropriate value corresponding to their FTE status.
- **Operating Expenses:** List direct project costs that are necessary to conduct the day-to-day operations of the program.
- **Other Expenses:** List other project costs such as subcontractors, consultants, equipment, etc.
- **Total Direct Costs:** The sum of Personnel, Operating Expenses, and Other Expenses.
- **Indirect Costs:** Includes administrative costs that accrue in the normal conduct of business. The percentage indicated should be the portion related to the implementation of this program. Examples are: accounts payable, human resource functions, liability insurance, etc. If there are indirect costs associated with your program, enter a percentage less than or equal to 15%. If no indirect costs are anticipated, enter “0”.

The Program Budget Excel template automatically calculates subtotals and totals; in order to prevent accidental entries or deletions, the cells that contain the formulas for these amounts have been protected. If you should require additional lines for a given category, contact the Program Associate at (951) 788-3471 or desiree@rchf.org.

Submitting the Proposal

The proposal—Application Sheet, Narrative, and Program Budget—must be a total of twelve (12) pages or more, and include the attachments listed below to be eligible for review.

Proposal

Place items 1 – 3 in the order listed below and submit one (1) original copy and three (3) copies of the following items:

1. Application Sheet 1 page
2. Narrative 8+ pages
3. Program Budget 2 pages

Attachments

Submit one (1) copy each of the following attachments with the original copy of the proposal only:

4. IRS Tax Exemption Designation Letter
5. 990 Form (most recent)
6. Current list of Board of Directors
7. Audited Financial Statements for last fiscal year
8. Annual Organizational Budget

Please send one (1) copy of the original proposal with attachments, and three (3) copies of the proposal without attachments by mail to the attention of:

Ninfa E. Delgado
Vice President
Riverside Community Health Foundation
4445-A Magnolia Avenue
Riverside, CA 92501

Getting the Results

On average, the entire grant proposal process takes 2 months, but can take up to 4 months. Within two weeks of the meeting, at which the Board makes a final decision, all applicants will be notified in writing that their request for funding was either awarded or declined.

Awardation

Once a request has been approved, RCHF will send notification of award within two weeks. An award letter, any special requirements for payment, and evaluation information for the grantee may also be enclosed. Grantees will be required to complete a Progress Report Form and/or a Final Report Form. RCHF will notify the grantee of the dates for each deadline and will provide a copy of the necessary report form.

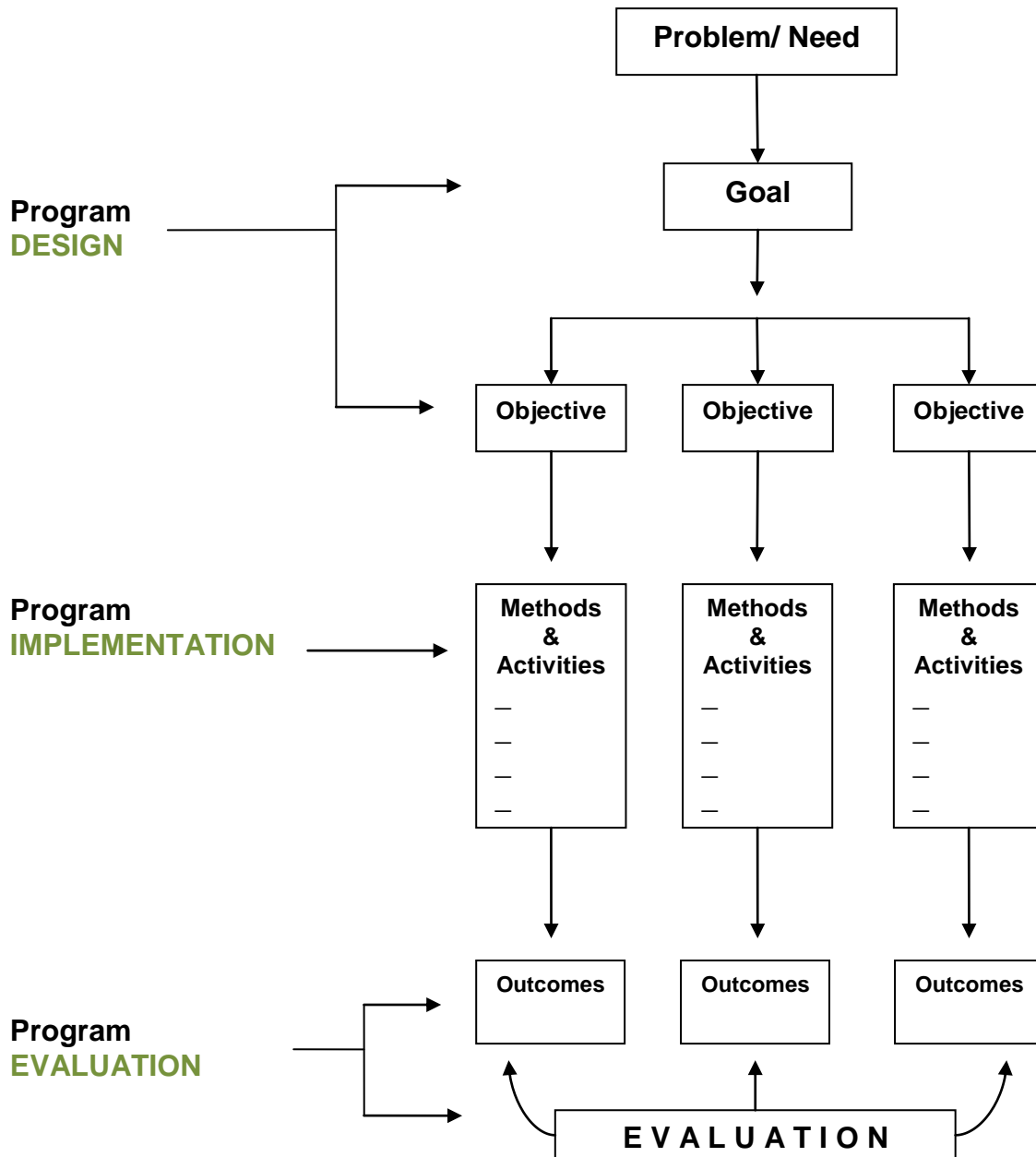
Declination

RCHF receives more requests than our annual funding allocation will support. Each year, a significant number of funding requests will be declined, regardless of merit. RCHF will notify applicant organizations of the decision to deny a funding request in writing.

[Attachment A]

Visual Guide for Program Description Questions 3 – 5

The following is a diagram that you may use as a visual guide for answering Questions 3 through 5. Its purpose is to outline the progression of Questions 3 through 5 as they divide the program description into the areas of Program Design, Program Implementation, and Program Evaluation.



NOTE: This is an example only. The number of objectives will vary depending on your goal. In addition, sometimes more than one of your objectives will yield the same outcome.

[Attachment B]

Work Plan Format (Optional, Supplemental)

This work plan format may be used in-house by you and/or staff who will be managing this program/project. It may be used as a guide as you: 1) outline the activities and responsible staff for each stated objective, and 2) monitor your progress in completing the activities.

Objective: _____

Activities	When	Staff
Outcomes	Evaluation	